



REPUBLIC OF TÜRKİYE MINISTRY
OF CULTURE AND TOURISM
PRESIDENCY FOR TURKS ABROAD
AND RELATED COMMUNITIES



2025 ACADEMIC YEAR

FRESHERS' GUIDE

RESEARCH SCHOLARSHIP

BEFORE YOU ARRIVE

This guide will provide you with information on the steps you need to take before and after your arrival in Türkiye as a Türkiye Scholarship holder.

Scholarship Agreement

First, you must accept the scholarship offer, then download and sign the Scholarship Agreement issued in your name through your personal account with Türkiye Scholarships Information System (TBBS).

Afterward, please visit the nearest Turkish Embassy / Consulate whenever you are informed to sign the scholarship contract. Officers at the Turkish Embassy/Consulate will check the original copies and Turkish translations of your previous qualifications (diploma / interim certificate of graduation), transcripts, health report, current passport/ID card, and other original supporting documents to ensure that you meet the requirements set by the department/university (if any). Please do not forget to bring your Scholarship Agreement that has been verified by officials.

The Scholarship Agreement specifies your rights and obligations as a scholarship holder.

The Scholarship Agreement verified by officials must be uploaded again to Türkiye Scholarships Information System (TBBS). Please make sure that you fill out the form on your personal page after you upload the signed Scholarship Agreement.

You will need the original documents and translations to register at the university in Türkiye and to carry out scholarship procedures. All the documents must be approved by the Embassy/Consulate.



Health Report

You should obtain a health report indicating that you do not have any contagious or chronic disease. Your health report needs to be issued by an official health organization in the last 3 months and it should indicate that you are not infected by a contagious disease or a disease that requires continued treatment. You should upload the report to Türkiye Scholarships Information System (TBBS) with the Scholarship Agreement. You can call the Embassy/ Consulate of the Turkish Republic to learn which health organizations in your country are eligible to provide you with a health report.



Visa Procedures

International researchers who wish to conduct research in Türkiye need to obtain a research visa before arriving in the country. The visas can be obtained from the nearest Consulates or the Embassies of the Republic of Türkiye. For research visa applications, required documents are

- a valid passport,
- offer of the scholarship,
- visa application form to be obtained from consulates,
- passport photograph
- visa fee (if needed).

Consulates may request other documents as well. You can consult the nearest Embassy/ Consulate of the Republic of Türkiye for the list of all required documents. After obtaining these documents, you need to visit the Consulate department for a visa application. The visa procedures may take some time, therefore you are recommended to apply for a visa immediately after you receive your acceptance letter and sign the scholarship agreement.



Travel Plans



After obtaining your visa, prepare your documents and pack your luggage to come to Türkiye latest within three months after you received the acceptance letter from Türkiye Scholarships.

The flight ticket will not be provided by the Türkiye Scholarships Office. Since researchers arrive in Türkiye on different dates, there are no welcoming services at the airport. Please check the communication addresses of the university you will conduct the research and your residence.

Make sure you keep your official documents and valuable belongings in your hand luggage to prevent the loss of any important items. Please write your address in Türkiye clearly on your luggage. It may also be helpful to have your address written on a piece of paper inside your luggage in case of any external damage. Also, online check-in will speed up procedures at the airport.

As stated in the acceptance letter, the Research Fellowship Program only covers the monthly stipend. It does not cover transportation, accommodation, and health insurance costs. Your scholarship payment will be initiated after you arrive in Türkiye and complete some processes, explained in the next section. We would like to kindly remind you that these processes can take approximately one month. Sometimes the researchers may receive the scholarship payment one month late in the first month so we recommend you bring enough money with you for two months just in case.



AFTER YOU ARRIVE

University Enrolment



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Please contact your supervisor at the university which you received an acceptance letter to get more information about the enrolment as a guest researcher in the university. You should obtain an official document from the university which shows that you have started your research. The research period (start and end dates of the research) should be stated in the document. After obtaining the document from the university, you should upload it to Türkiye Scholarships Information System (TBBS). After submitting the university document please inform us that you uploaded your documents via research@turkiyeburslari.gov.tr.

Starting the Scholarship

You should complete the following steps to start your scholarship payment. Please be sure that you complete all the steps

1. Download your scholarship agreement, sign it, make it verified by officials of Turkish Embassies /Consulates, and upload it to Türkiye Scholarships Information System (TBBS).
2. Obtain a health report and upload it to Türkiye Scholarships Information System (TBBS).
3. When you come to Türkiye obtain an official document from the university that shows that you start your research and upload it to Türkiye Scholarships Information System (TBBS).
4. After submitting the university document please inform us that you uploaded your

documents via research@turkiyeburslari.gov.tr.



YKN Number

Your YKN Number (Foreign ID Number) is a unique number of eleven digits issued by the General Directorate of Population and Citizenship Affairs (Nüfus ve Vatandaşlık İşleri Genel Müdürlüğü) to foreigners.

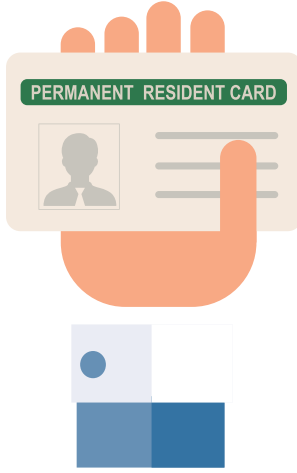
Your “potential” YKN number will be obtained by Türkiye Scholarships Office. You will be informed about this YKN number by email and you will be able to see it in TBBS. It is important to note that obtaining the YKN number given by the Türkiye Scholarships Office does not mean that you obtained the foreigner’s residence permit in Türkiye. You should apply for the work permit exemption individually as explained in the section “Work Permit Exemption”.

You should use the YKN number given in TBBS when you go to VAKIFBANK to activate your account, which is opened by Türkiye Scholarships Office, as explained in the section “Bank Account”.

1234567890123-0000



Work Permit Exemption



The work permit exemption is considered a substitute for a residence permit. This document allows the researcher to live in Türkiye without the need to apply for a residence permit for maximum 12 months. To obtain this permit, you should go to the website and fill in the relevant forms or submit documents. Your passport must be valid for at least 12 months. Work permit exemption is given according to this period.

<https://emuafiyet.csgb.gov.tr>

You can find a guide on the web site about the process:

<https://emuafiyet.csgb.gov.tr/assets/manuals/application-guide-EN.pdf>

You can apply for the work permit exemption when you are outside of Türkiye or when you are in Türkiye.

If the researcher applies for a work permit exemption **in Türkiye**, s/he must apply within thirty (30) days at the latest from the date of entry to Turkey, without exceeding the visa or visa exemption period.

Those who will apply for a work permit exemption from **outside of Türkiye** must first apply to the Turkish Embassies /Consulates and obtain a 16-digit reference number.

Afterward, they must apply for work permit exemption with the necessary documents within 30 days, which is the validity period of the 16-digit reference number, through the **e-Muafiyet** system.

In the **e-Muafiyet** system, the application should be made by selecting the "Research, Knowledge, and Experience Increasing" (j) subparagraph should be selected (Turkish: Ara tırma, Bilgi ve Tecrübe Arttırma) .

During the applications, an official document approved by the relevant university which contains information about the scope and the dates of the research to be carried out must be uploaded to the system.

Bank Account

Your bank account that your scholarship payment will be deposited into will be opened in your name by the Türkiye Scholarships Office. Scholarships are deposited to the Vakıfbank account in the name of the student at the first week of each month.

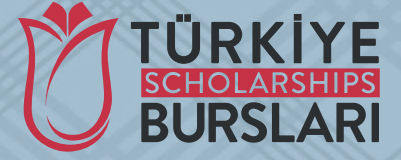
When you receive the first Scholarship payment (after you submit university document), you will be able to download a bank account information document from the “Bank Document” section on your own student profile page on TBBS (Türkiye Scholarships Information System) web site.

When you arrive in Türkiye, please visit the nearest Vakıfbank branch with required documents:

- Passport/Identity Card
- Foreign nationality number (YU number) If YU number has not been obtained yet, your tax identification number
- Bank Document from TBBS
- Document which state you started your research at the university
- Acceptance letter stating that you have won the Türkiye Scholarships

We recommend that you request a Bankomat card (ATM card) from the nearest Vakıfbank branch in your residence by asking the cashier. With the bank card, you can withdraw your scholarship from all Vakıfbank ATMs 7/24 and from all Vakıfbank branches during working hours.





AFTER STARTING YOUR RESEARCH

After you submit your document from the university, the payment of the scholarship will be initiated within one month. The start of your scholarship period will be the date stated in the university document.

Reports

We would like to kindly remind you that the research study is monitored through the “Progress Report” in the first half of the research, and the Final Report” at the end of the research, which is required to be submitted in TBBS. The reports should be approved by the supervisors.

If there is a violation of the obligations, fellowship payments will be taken back with legal interest.

Progress report deadline: At the first half of the research (Please consider the time according to the duration of your research period. If your research is 12 months, you should submit the progress report latest 6 months after you started your research, if your research is 6 months, you should submit the progress report in 3 months.)

Final report deadline: One week before the end of your research

The relevant reports should be uploaded on TBBS (Türkiye Scholarships Information System). You may find the template progress report attached.



Extension of the Research Period

According to the Türkiye Scholarship regulations, it is not possible to extend the scholarship period. The researchers should complete their research at the planned time.



IMPORTANT NOTES

- After your scholarship starts, you should ask your questions on the Türkiye Scholarships Information System. If you have any questions about scholarship payments, please create a request in TBBS regarding your payment.
- Please keep your personal information updated on the Türkiye Scholarships Information System. Please check your passport number and name on the Türkiye Scholarships Information System and be sure that they are correct as written in your passport. In addition, please be sure that your Turkish mobile number and email address are updated in the Türkiye Scholarships Information System. This is very important for payments of the stipend.
- If you have any problems or requests about your education and social life, please inform the Türkiye Scholarships Call Centre at 0850 455 0982. (available on weekdays at 09.00-18.00 local time in Türkiye) In addition, you can follow the current changes and announcements by following our Facebook page ([turkiyeburslari](#)) and Twitter ([@TurkiyeBurslari](#)).
- We would like to express that you are our guest in Türkiye and we hope that you will successfully complete your studies and benefit from all opportunities offered to you.



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